

APPLICATION GRADUATION and/or CERTIFICATION

READ CAREFULLY

All students who are candidates for the Master's degree, Professional Diploma, and/or graduate certification must file an application. Student records will not be evaluated for completion unless the application has been filed with the Office of Graduate Student Services prior to the application deadline(s) published in the Registration Bulletin and as indicated below.

Students applying for certification only, must also submit an Application for Certification to the Office of Graduate Student Services. Applications, instructions and fee schedules are also available in EAST CAMPUS 218 A

Master's degree and Professional Diploma applicants are required to pay a graduation fee of \$100.00. Certification applicants should see the Certification Fee Schedule.

Checks are to be made payable to: **KEAN UNIVERSITY**

Payment may be paid directly at:

Business Office (Administration Bldg, 3rd Fl) Mon through Fri 9 am to 5 pm, or

One Stop Service Office (CAS Bldg, 1st Fl),

Mon to Thurs after 5 pm to 8 pm and Saturday 9 am to 1 pm

Paid receipt must be submitted to Graduate Student Services (EAST CAMPUS-218A) with application.

INSTRUCTIONS

1. Application for Graduation and/or Certificate Form

The application for graduation for a Master's program, Professional Diploma or for certification must be filled out completely.

2. Degree/Certification Application Card

- a. Provide all demographic information. Please note if you have a new address.
- b. Check the expected Degree and/or Professional Diploma box.
- c. Check the expected date of graduation/certification.
- d. List the name of the Master's program you intend to complete.
- e. List the option (if applicable) within your program.
- f. If you are also eligible for certification, indicate this in the space provided.
- g. Sign and date the card and return it to the Office of Graduate Student Services (EAST CAMPUS – 218A).

3. Graduation Fee of \$100.00 - required for Master's Degree and Professional Diploma applicants.

4. DEADLINE DATES

- 1st Friday in October for completion by the end of the Fall semester
- 1st Friday in February for completion by the end of the Spring semester
- 1st Friday in February for completion by the end of the Summer semester

FAILURE TO COMPLY WITH THESE DEADLINES WILL DELAY THE GRANTING OF YOUR DIPLOMA AND/OR CERTIFICATION BY ONE SEMESTER.

**Kean University: NATHAN WEISS GRADUATE COLLEGE
Graduate Student Services (EAST CAMPUS-218A)**

1. DEADLINE FOR COMPLETION OF DEGREE AND/OR CERTIFICATION REQUIREMENTS

All grades and credentials - i.e. grade changes, transfer of credit, extensions, transcripts from other colleges, waivers, substitution approvals, etc. must be on file in the Office of Graduate Student Services prior to the established graduation application date for each semester.

Evaluation for program completion is a two-step process:

- a) Your prior record and current semester registration will be reviewed against your program requirements. If there are any outstanding credit requirements you will be notified. If all is in order at this point, you will not receive any communication from this office.
- b) Final review takes place when the semester grades are available.

2. FINANCIAL OBLIGATIONS

All financial obligations to the University and/or University restrictions must be cleared before diplomas, transcripts, or statements of completion may be released.

3. COMMENCEMENT CEREMONIES / CAP & GOWN DISTRIBUTION

There is one commencement ceremony in May to which January graduates and May and August candidates for degrees are invited. Information regarding commencement, including cap and gown distribution will be sent to every graduate candidate. There is a graduation fee regardless of whether or not you attend the Commencement ceremony.

4. HONORS

Since graduate students are required to maintain a 3.0 cumulative average, there is no cum laude, magna cum laude, or summa cum laude designation.

Graduates who have maintained a 4.0 GPA in their program AND received "Commendation" on their Comprehensive Examination (if required) will graduate "With Distinction" and it will be noted on the diploma and transcript.

All Students graduating with a GPA of 3.9 - 4.0 will receive a letter from the Graduate College Dean in recognition of their academic excellence.

5. **DIPLOMAS**

Students will be notified when diplomas are available to be picked up.

If you wish someone other than yourself to pick up your diploma, that person must have written authorization with your signature.

If you live a distance from the University and would like your diploma mailed, you must submit a written request to the Office of Graduate Student Services, EAST CAMPUS-218A.

Diploma covers will be distributed at the Commencement ceremony and will also be available in the Office of Graduate Student Services. Covers will not be mailed.

6. **TRANSCRIPTS OF RECORDS**

A courtesy copy of your transcript, showing degree conferred will be included with your diploma.

Students who wish to have official transcripts sent to agencies or institutions should submit a Transcript Request Form with the required \$10.00 transcript fee, to the One Stop Service Center. Indicate "HOLD UNTIL DEGREE CONFERRED" and be sure to add the anticipated date of graduation.

7. **NEW JERSEY STATE CERTIFICATION**

In accordance with official policy, the University will forward to the State Department of Education applications for all students who have successfully completed programs which qualify them for certification in the public schools.

If the PRAXIS score is a requirement for the certification, it is the student's responsibility to make sure his/her PRAXIS score has been forwarded to the New Jersey Department of Education.

***** ATTENDANCE AT KEAN UNIVERSITY AFTER GRADUATION *****

You will be eligible to enroll for six credits as a non-matriculated student after graduation. If you wish to continue taking courses, you must apply for admission to another program degree, certification, or non-degree (+30 credits).

For further information contact:

Graduate Admissions (EAST CAMPUS - 224) Tel. (908)737-GRAD.

Application for Graduation and/or Certification

DATE

PLEASE PRINT NAME (clearly) EXACTLY AS IT SHOULD APPEAR ON YOUR DIPLOMA

(First) (Middle -or- Maiden) (Last)

I, the undersigned student, herewith petition the faculty of Kean University to award the:

MASTER'S DEGREE IN _____
(Program and Option)

CERTIFICATION (if applicable) in _____

PROFESSIONAL DIPLOMA _____

Please indicate month and year of anticipated graduation and/or certification:

____ January ____ May / ____ August YR 20 ____

NOTE: Applicant for Certification:

Be sure to file an APPLICATION FOR APPROVED PROGRAM CERTIFICATION. This form is available in the Office of Graduate Student Services, EAST CAMPUS-218A, (908)-737-5912 or online at <http://www.kean.edu/~keangrad/docs/forms/APPLICATION-Certification.pdf>.

1. I entered Kean University for Master's work: _____ / _____
(semester) (year)

2. Number of Transfer credits _____ that I wish to be applied toward my M.A. from the following institution(s): (an approved Transfer Credit Application must be on file in the Graduate Office)

3. I am ____ / am not ____ a U.S. Citizen
(if non-citizen, Alien Reg. # _____)

4. ADDRESS: _____
(NEW ADDRESS: yes ___ no ___) (street)

(town) (state) (zip)

5. STUDENT ID # _____

6. PHONE: (____) _____ (____) _____
(Home) (Business)

7. _____ (____) _____
E-mail (cell #)

This card must be returned to the Office of Graduate Student Services by the deadlines indicated on the bottom Complete all information requested.

STUDENT ID # _____ Tel # Home _____ Cell # _____ Bus _____ e-mail _____

PRINT NAME (clearly) as it should appear on the diploma (see reverse **)

First Middle or Maiden Last

Address (CHECK here _____ if new address) Zip

Expected date of Graduation/Certification: JANUARY _____ MAY _____ AUGUST _____ 20 _____

Program: MA + Certification _____ MA _____ MS _____ MBA _____ MPA _____ MSN _____ MSW _____ MSN/MPA _____ (Check One) Certification Only _____ Prof Diploma School Psychology _____ Prof Diploma Marriage/Family _____

List appropriate title of program below:

FOR OFFICE USE ONLY

Degree: _____

ID # _____

Option: _____

App. Coded by _____ Date _____

N.J. State Certification _____

Approved for Graduation _____

(See reverse***)

Signature: _____ Date: _____

NATHAN WEISS GRADUATE COLLEGE

KEAN UNIVERSITY Union, NJ 07083

Graduate Student Services East Campus 218A

* DEADLINES FOR APPLICATIONS:

- First Friday in October -- for completion by the end of the FALL semester.
First Friday in February -- for completion by the end of the SPRING semester.
Also, First Friday in February -- for completion by the end of the SUMMER semester (Same as Spring)

Failure to submit your application by the deadlines listed above will result in the postponement of your degree/certification by one semester.

If you are ineligible for your degree, you must resubmit your application.

** The requested name on the diploma must be the same (first and last) as your name on Kean University records.

For name changes contact: the Office of the Registrar for information regarding name change policy before requesting a different name on the diploma.

*** Applicants for Certification must also obtain the State Certification Application materials from the Office of Graduate Student Services in East Campus 218A or at http://www.kean.edu/~keangrad/docs/forms/APPLICATION-Certification.pdf.